

## Messaging Remotely with Outlook Web Access - (OWA)

OWA allows users to access the Exchange system from remote sites, providing messaging functionality such as electronic mail, calendaring, and contacts through a web browser.

### Accessing OWA

#### Do It!

- 1) Open “**Internet Explorer**”
- 2) Type in the **OWA address** (TBD)
- 3) Enter your **user name**
- 4) Type **password**
- 5) Confirm **domain**
- 6) OWA interface will open and display messages in your Inbox.
- 7) **New messages** are displayed in **bold**.
- 8) Double Click on a **sender’s name** to *open a message*.
- 9) Options
- 10) Select **reply, reply to all, forward, print, or move the message to a folder**.

### Sending a New Message in OWA

#### Do It!

- 1) Select **new mail icon**
- 2) Type **recipient’s e-mail address** in the “**To:**” field

OR

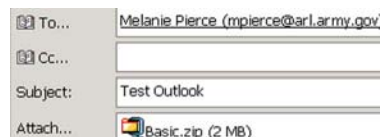
- 3) The user can Select “**To:**” button to bring up the **Find Names** dialogue box.
- 4) Type the first letter(s) of the recipient’s name
- 5) Select “**Find**” button.
- 6) The Global Address List is searched and names beginning with those letters are presented.
- 7) The user could also type the first letter(s) of the recipient’s name in the “**To:**” field, then Select on the “**Check Name**” icon. OWA will check the letters against the Global Distribution List and Contacts.
- 8) The order in which this is performed is determined by “**Contact Options**”
- 9) Type names for “**Cc:**” (those carbon copied)
- 10) Type names for “**Bcc:**” (blind carbon copied) fields in the same fashion.
- 11) Type **subject** of message, in the subject box
- 12) Select **attachment icon (paper clip)** to browse files
- 13) Select “**file**” to attach
- 14) Select “**Send**”

### Opening an attachment

**NOTE:** Messages with attachments have a paper clip next to the sender’s name.

#### Do It!

- 1) Open **message**
- 2) The attachment appears just below the subject line.
- 3) Select attachment
- 4) A **File Download** dialog box appears.
- 5) Select “**Open**” to open the file in a browser window.
- 6) Select “**Save**” to save the file to a hard drive



## Adjusting Contact Options

### Do It!

- 1) Go to **Outlook Bar**
- 2) Select **“Shortcuts”**
- 3) Select **“Options”**
- 4) Scroll down to **“Contact Options”**
- 5) OWA will first check the letters in the “To:” field against whichever option is selected here, i.e. Global Distribution List or Contacts.

## Creating Folders in OWA

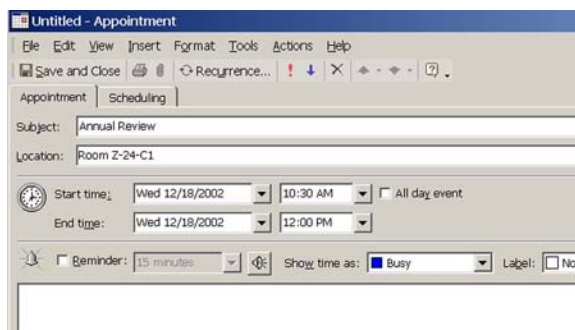
### Do It!

- 1) Go to **Outlook Bar**
- 2) Select **“Shortcuts”**
- 3) Scroll down to the **“New”** button next to it
- 4) Select **“Folder”**
- 5) **Name the folder**
- 6) Select on the **existing folder** under which you want this new folder to display.
- 7) Select **“OK”**
- 8) **Result:** The new folder appears in the folder pane on the left of the screen.

## Creating Appointments in OWA

### Do It!

- 1) Go to **Outlook Bar**
- 2) Select **“Shortcuts”**
- 3) Select **“Calendar”** button.
- 4) Double Select on the **time of the appointment.**
- 5) Fill in the relevant information about the appointment.
- 6) Select **“Save and Close”**



## Moving Messages in OWA

### Do It!

- 1) Read / highlight the message you want to move.
- 2) Select the **move message icon.**
- 3) Select **destination folder** you desire
- 4) Select **“OK”**
- 5) **Result:** message is moved to appropriate destination folder

## Creating Contacts in OWA

### Do It!

- 1) Go to **Outlook Bar**
- 2) Select **“Shortcuts”**
- 3) Select **“Contacts” icon**
- 4) **Result:** Existing contacts appear in the right pane.
- 5) Select **New Contact** button.
- 6) Fill in the information for the new contact
- 7) Select **“Save and Close”**

## Logging off OWA

### Do It!

- 1) Go to **Outlook Bar**
- 2) Select **“Shortcuts”**
- 3) Select **“Log Off”** button.
- 4) **Result:** A message displays with a “Close” button.
- 5) Select **“Close”** button
- 6) Finally close all browser windows and exit the browser application.